

# Request for Proposal 16-058

## Solicitation For: Field Audit Software

March 9, 2016  
10:00AM ET

### Pre-Proposal Conference



Indiana Department of Administration  
*on behalf of*  
Department of Workforce Development

# Agenda



- General Information
- Purpose of RFP (Presented by DWD)
- Key Dates
- Proposal Preparation & Evaluation
- Minority and Women's Business Enterprises (M/WBE)
- Question and Answer Session



# General Information



- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on IDOA's Solicitation Website
- Hold questions until the end of the presentation
- Only questions regarding RFP process & scoring will be answered in this session
  - *Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the State.*

# Purpose of the RFP



- The purpose of this RFP is to select a vendor that can satisfy the State's need for field audit software. It is the intent of the Department of Workforce Development to contract with a vendor that provides quality field audit software.
- The Indiana Department of Workforce Development is seeking the purchase of a configurable, commercial-off-the-shelf (COTS) software package for the field audit staff to assist the State with the following initiatives:
  - Identify worker misclassification;
  - Increase the effectiveness and efficiency of audits;
  - Increase quality by complying with federal Tax Performance System Oversight; and
  - Improve the required federal reporting metrics.



# Term of RFP



- The initial term of the contract shall be for a period of two (2) years from the date of contract execution. There may be additional renewals at the State's option.

# Key Dates



Activity	Date
Issue of RFP	March 3, 2016
Pre-Proposal Conference	March 9, 2016
Deadline to Submit Written Questions	March 14, 2016
Response to Written Questions/RFP Amendments	March 18, 2016
Submission of Proposals	April 4, 2016
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	TBD



# Business Proposal

(Attachment E)



- Company Financial Information (Section 2.3.3)
  - Confidential information must be kept separate from the proposal in both hard and soft copy
- Contract Terms (Section 2.3.5)
  - Respondent should review Addendum - Contractor Professional Services Contract (Attachment B). Note exceptions to State mandatory and non-mandatory clauses in the Business Proposal and Transmittal Letter.

# Technical Proposal

(Attachment F)



- Please use the Template we have provided for you.
- Where appropriate, supporting documentation may be referenced by a page and paragraph number.



# Cost Proposal

(Attachment D)



- Respondents should fill in any yellow shaded cells
- Review “Instructions” tab in Attachment D for further details.
- Please make note of the example provided under the Ongoing Maintenance and Support (Year 1).

# Proposal Preparation



- Submit all questions using template provided (*Att. G*)
  - On or before Questions deadline, outlined in RFP
- Attachment D (Cost Proposal) must be returned in Excel
- Use the templates provided for all answers
- Do not alter templates formatting



# Proposal Evaluation

## Summary of Evaluation Criteria



Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	<b>60 available points</b>
3. Cost (Cost Proposal)	<b>30 available points</b>
4. Minority Business Enterprise Subcontractor Commitment	5 ( 1 bonus point is available, see Section 3.2.6)
5. Women Business Enterprise Subcontractor Commitment	5 ( 1 bonus point is available, see Section 3.2.6)
<b>Total</b>	<b>100 (102 if bonus awarded)</b>

# Minority and Women's Business Enterprises



- Complete Attachment A, MWBE Form
  - Include sub-contractor letters of commitment
- Goals for Proposal
  - 8% Minority Business Enterprise
  - 8% Women's Business Enterprise



# Minority and Women's Business Enterprises



## Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Listed on the IDOA Directory of Certified Firms, on or before proposal due date
- Serve as only one classification – MBE or WBE
- Certified MBE or WBE Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>

# Minority and Women's Business Enterprises



**RFP#**

**DUE DATE:**

**TOTAL BID AMOUNT:**

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Amount:		Describe service/product to be provided:	
Sub-Contract Percentage of Total Bid:			
Provide approximate dates when Sub-Contractor will perform on this project:			



# Minority and Women's Business Enterprises



- MWBE scoring is conducted based on 10 points plus a possible 2 bonus points scale
  - MBE: Possible 5 points + 1 bonus point
  - WBE: Possible 5 points + 1 bonus Point

- Professional Services Scoring Methodology:

- The points will be awarded on the following schedule:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.625	1.25	1.875	2.5	3.125	3.75	4.375	5.0

- Fractional percentages will be rounded up or down to the nearest whole percentage
    - If the respondent's commitment percentage is rounded down to 0% for MBE or WBE participation the respondent will receive 0 points.
    - Submissions of 0% participation will result in a deduction of 1 point in each category
    - The highest submission which exceeds the goal in each category will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points

# Minority and Women's Business Enterprises

## RFP MWBE Scoring Example



Bidder	MBE %	Pts.	WBE %	Pts.	Total Pts.
Bidder 1	12.0%	5.00	10.00%	6.00	11.0
Bidder 2	6.0%	3.75	4.00%	2.50	6.25
Bidder 3	8.0%	5.00	8.00%	5.00	10.0
Bidder 4	16.0%	6.00	0.02%	0.00	6.0
Bidder 5	None	-1.00	None	-1.00	-2.0



# Additional Information



## IDOA PROCUREMENT LINKS

<http://www.in.gov/idoa/2354.htm>

RFP posting and updates:

Current Opportunities - <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>

Bidder Profile Registration Questions: <http://www.in.gov/idoa/2464.htm>

Secretary of State of Indiana: (317) 232-6576 for registration assistance or [www.in.gov/sos](http://www.in.gov/sos)

See Vendor Handbook: <http://www.in.gov/idoa/files/VendorHandbook.pdf>

Minority and Women Owned Business Enterprises:

<http://www.in.gov/idoa/mwbe/2743.htm> for table of IDOA certified MBEs and WBEs.

For more MWBE's information <http://www.in.gov/idoa/2352.htm>

# Questions

*Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the state.*





# Thank You

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